

<p style="text-align: center;">Portal Authority Board of Directors Minutes Portal Authority Board of Directors Monthly Meeting August 12, 2004 1:00 p.m. – 4:00 p.m. Legislative Services Building 200 E 14th Ave Hearing Room A - 1st Floor Denver CO</p>
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I. Call to Order: 1:00pm, Leroy Williams, Governor's Office of Innovation and Technology, Secretary of Technology

A. Introduction of Portal Authority Board Members

Attendees:

- Mr. Jack Arrowsmith (Douglas County/Public Trustee/Local Government Rep.)
- Rep. Bill Cadman (General Assembly)
- Ms. Michael Cooke (Dept. of Revenue/Executive Director)
- Secretary Donetta Davidson (Dept. of State/Secretary of State)
- Dr. Bob Feingold (Feingold Consulting, LLC/President/Private Sector Rep.)
- Mr. Greg Jenik (AeA Mountain States Council/Executive Director/Private Sector Rep.)
- Mr. Gerald Marroney (Judicial/State Court Administrator)
- Senator Ron May (General Assembly)
- Mike Monkman (Governor's Office of State Planning and Budgeting, Analyst) On Behalf of: Dr. Nancy McCallin (Governor's Office of State Planning and Budgeting/Executive Director)
- Mr. Jeff Wells (Dept. of Labor and Employment/Dept. of Personnel and Administration/Executive Director)
- Mr. Leroy Williams (Governor's Office of Innovation and Technology, Secretary of Technology) –ex-Officio
- Rep. Tambor Williams (Dept. of Regulatory Agencies/Executive Director)

B. Establish Quorum

Quorum present.

C. Background

Leroy Williams provided a brief history of the Statewide Internet Portal and the establishment of the Statewide Internet Portal Authority Board of Directors. Governor Owens stopped by to briefly to say hello and offer support for the Portal.

D. Election of Officers

1. Chairperson

Leroy Williams called for nominations for Chairperson. Michael Cooke nominated Donetta Davidson for Chairperson. Jack Arrowsmith seconded the nomination of Donetta Davidson as Chairperson.

Motion: Jeff Wells moved to close nominations for Chairperson and cast ballot for Donetta Davidson.

Rep. Cadman seconded the motion.

The motion was approved unanimously.

Donetta Davidson will be Chairperson of the Statewide Internet Portal Authority Board of Directors.

2. Vice-Chairperson

Gerald Marroney suggested the Authority elect a Vice-Chairperson. The Authority agreed. Gerald Marroney nominated Senator May. Rep. Cadman seconded the nomination.

Motion: Jeff Wells moved to close nominations for Vice-Chairperson and cast ballot for Senator Ron May.

Michael Cooke seconded the motion.

The motion was approved unanimously.

Senator Ron May will be Vice-Chairperson of the Statewide Internet Portal Authority Board of Directors.

3. Secretary

Senator May nominated Tambor Williams to serve as Secretary. Jeff Wells seconded the nomination.

Motion: Jack Arrowsmith moved to close nominations for Secretary and cast ballot for Tambor Williams.

Rep. Cadman seconded the motion.

The motion was approved unanimously.

Tambor Williams will be Secretary of the Statewide Internet Portal Authority Board of Directors.

4. Treasurer

The Authority recommended nominating a Treasurer for the Authority.

Nancy McCallin will be asked to be the Treasurer for the Statewide Internet Portal Authority Board of Directors. Chairperson Davidson will re-visit this need at the September 2, 2004 meeting of the Authority.

II. Old Business, Donetta Davidson, Chairperson

No old business for discussion.

III. New Business, Donetta Davidson, Chairperson

A. Enabling Legislation: Review

1. SB03-336

2. SB04-244

Senator May provided a brief history of SB03-336 and SB04-244. He thanked Dan Cartin, Legislative Legal Services, for his efforts in drafting both SB03-336 and SB04-

244. Senator May recommended the Authority look at the following:

- Adoption of a good set of bylaws,
- Establishment of a subcommittee to solidify bylaws,
- Establishment of a subcommittee to determine staff needs, i.e.:
Executive Director, Administrative Assistant, etc.,
- Establishment of a business plan.

Leroy Williams added that the Authority must also discuss:

- What action items need to be addressed,
- Establishment of an Annual Strategic Plan,
- Issuance of an RFI, RFP, etc.,
- Establishment of contract(s) with State Agencies, local governments, etc.,
- Authority's relationship with the Attorney General's office,
- Questions around funding, establishment of accounts,
- Relationship between SB03-336 and SB04-244.

B. Creation of Committees:

Bylaws Committee:

Jeff Wells, Chairperson

Rep. Cadman

Gerald Marroney

Tambor Williams

Business/RFP Committee:

Michael Cooke, Chairperson

Jack Arrowsmith

Greg Jenik

Bob Feingold

Senator May (RFP)

Leroy Williams

Procurement Representative: Kay Kishline and/or Richard Pennington: TBD (Jeff Wells to assign)

Financial Committee:

Chairperson Davidson will discuss the Chairperson position with Nancy

McCallin. If Nancy does not accept the position, Rep. Bill Cadman will serve as Chairperson.

Donetta Davidson

Mike Monkman

Gerald Marroney recommended the Authority nominate Nancy McCallin to Chair the Financial Committee, as well as Treasurer, and should she refuse, Rep. Cadman would serve as Chairperson and Treasurer. Jeff Wells seconded

the nomination.

Motion: Senator May moved to close nominations for Chairperson of the Financial Committee, as well as, Treasurer, and cast ballot for Nancy McCallin.

Greg Jenik seconded the motion.

The motion was approved unanimously.

Chairperson Davidson will call Nancy McCallin to discuss her nomination to serve as Chairperson of the Financial Committee, as well as Treasurer.

Motion: Senator May moved that Chairperson Davidson and the Chairperson of the Financial Committee, function as signing authorities for the Authority (both signatures will be required). Senator May as Vice-Chair is also a signing authority. In addition, they will select a bank of which the Authority will do business with.

Gerald Marroney seconded the motion.

The motion was approved unanimously.

There will be three signing authorities for the Authority; two signatures will be required for all transactions. The three signing authorities will select a bank to do business with.

Executive/Personnel Committee:

Senator Ron May, Chairperson

Michael Cooke

Bob Feingold

Greg Jenik

Action Item: Leroy Williams to discuss at the CIO Forum, CIO representation on the Statewide Internet Portal Authority Board of Directors committees.

The Authority agreed that each committee should consider adding a State CIO, a Local Government Representative, and a Chief Financial Officer, to the committee. Chairperson Davidson recommended that each Chairperson provide a report at the next board meeting, 9/2/04, to include recommendations of those they wish to see on their committee. The Authority would then discuss and vote to approve.

Action Item: Committee Chairpersons to provide a report at the next board meeting, 9/2/04, to include recommendations of those they wish to see on their committee.

Rep. Cadman recommended the Bylaws Committee address how the Authority will add non-voting members to the Authority and it's subcommittees. For example, how long will terms last, how they will be replaced, whether or not they are allowed to vote in subcommittee meetings, what their roles and responsibilities will be, etc.

Action Item: Committee Chairs to look at how in the process the Authority will receive

representative input from the public.

C. Statewide Internet Portal Plan: Review

No discussion.

D. Authority Bylaws: Review

1. Colorado Housing & Finance Authority (CHFA)
2. Colorado Water Resource & Power Development Authority (CWRPDA)
3. Portal Authority Bylaws (Draft)

Referred to Bylaws Committee.

E. Board Support: Discussion

1. Executive Director
Referred to Executive/Personnel Committee.
2. Staff
Referred to Executive/Personnel Committee.
3. Website
Michael Cooke will take ownership of creating a website for the Statewide Internet Portal Authority Board of Directors.

F. Set Agenda for Next Meeting

The Authority agreed to meet on a monthly basis, the first Thursday of each month, from 1:30pm-4:00pm. While the Legislature is out-of-session, the Authority will meet at the Legislative Services Building, 200 East 14th Avenue, in Hearing Room A. While the Legislature is in-session, the Authority will meet at the Colorado Department of Labor and Employment, 1515 Arapahoe Street, Tower II, Fourth Floor, in the Columbine Conference Room.

The Governor's Office of Innovation and Technology (OIT) have two conference rooms that are available for the subcommittees to use. To schedule a conference room at OIT, please call Abby Rudd, Governor's Office of Innovation and Technology, at 303-866-6262, or email abigail.rudd@state.co.us.

Senator May urged the Authority to look to the Commission on Information Management (IMC), as well as, the General Assembly IT Committees, for advice. All three entities are valuable resources for the Authority.

Chairperson Davidson suggested the Authority gain a legal opinion from the Attorney General's Office as to the extent of the Authority's authority. Leroy Williams recently met with the Attorney General's office; in order for the

Authority to converse with the AG's Office, they must first establish a legal contract. Leroy recommended the lawyers on the Authority address what legalities need to be in place for the Authority to operate. Referred to the Bylaws Committee.

Motion: Gerald Marroney made a motion for the Executive/Personnel Committee work in partnership with the Financial Committee, on the hiring of an Executive Director, as well as, Staff for the Authority, as hiring involves salary negotiations.

Michael Cooke seconded the motion.

The motion was approved unanimously.

The Executive/Personnel Committee will work in partnership with the Financial Committee, on the hiring of an Executive Director, as well as, Staff for the Authority.

Action Item: Email DRAFT Portal Authority Board of Directors bylaws, as well as, Portal Authority Board of Directors roster, to Authority. (Emailed on 6/12/04, by Abby Rudd.)

IV. Adjournment, Donetta Davidson, Chairperson

This meeting adjourned at 2:45pm.